

TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

# REQUEST FOR TASK PLAN / TASK ORDER

CONTRACTOR	CONTRACT NO./TASK NO.	JOB ORDER NUMBER	APPROP. FY
QSS Group, Inc.	NAS5- TASK NO. AMENDMENT 99124 137	500-315-90-16-89	99

TASK TITLE: (NTE 80 characters; include Project name)

SOMO Technology Development Planning and Coordination

APPROVALS: (Type or print name and sign)

ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)

Bob Savage *Robert M. Savage* DATE 9-7-99 ORG CODE 500 MAIL CODE 500 PHONE 301-286-6616

BRANCH HEAD

John H. Day *J. H. Day* DATE 9/2/99 CODE 500 PHONE 301-286-5386

CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

Robert S. Lehair, Jr. *Nehemiah A. Clark* DATE 9/7/99 CODE 560 PHONE 301-286-6588

FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE

CONTRACTING OFFICER'S QUALITY REP.

DESIGNATED FAM:

(IF YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)

[X] NO [ ] YES

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.

(To be completed by Contracting Officer)

C.O. Requested Quote on:

Date: SEP - 7 1999

Contractor will develop specification or statement of work under this task for a future procurement. [X] NO [ ] YES

Flight hardware will be shipped to GSFC for testing prior to final delivery. [ ] NO [ ] YES [X] N/A

Government Furnished Property/Facilities: [X] NO [ ] YES - SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)

Onsite Performance: [X] NO [ ] YES If yes: [ ] TOTAL [ ] PARTIAL

If partial, indicate onsite work in SOW by asterisk (\*)

Surveillance Plan Attached: [X] NO [ ] YES

Highlighted Contract Clauses: (to be completed by Contracting Officer)

Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be September 7, 1999.

## INCENTIVE FEE STRUCTURE (check one)

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

	No. 1	No. 2	X No. 3	No. 4	No. 5
Cost	10%	50%	25%	25%	%
Schedule	15%	25%	25%	50%	%
Technical	75%	25%	50%	25%	%

(To be completed by Contracting Officer)

The target cost of this task order is \$ 201,245

The target fee of this task order is \$ 13,081

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 214,326

The maximum fee is \$ 19,118

The minimum fee is \$0.

AUTHORIZED SIGNATURE:

THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"

*Lorrie L. Eakin*  
SIGNATURE OF CONTRACTING OFFICER

10/29/99  
DATE

Lorrie L. Eakin  
Contracting Officer

TYPED NAME OF CONTRACTING OFFICER

CONTRACTOR'S ACCEPTANCE:

AUTHORIZED SIGNATURE

DATE

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CONTRACT NO./TASK NO.

QSS Group, Inc.

NAS5-

99124

TASK NO.

137

AMENDMENT

Applicable paragraphs from contract Statement of Work:

**STATEMENT OF WORK:** (Continue on blank paper if additional space is required)

See attached Statement of Work.

**PERFORMANCE SPECIFICATIONS:**

There are no hardware deliverables. See attached Statement of Work for specifications on plans, reviews, and reports.

**APPLICABLE DOCUMENTS:**

None

**TASK END DATE:** 6/30/00

**MILESTONES/DELIVERABLES AND DATES:**

See attached Statement of Work.

**PERFORMANCE STANDARDS:**

Schedule: On-time delivery/completion of the milestones/deliverables

Technical: ATR's acceptance of the deliverables

**FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):**

Bob Savage, Code 500, Bldg. 11, Rm. C200

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Contract NAS5-99124

Task #: **137****STATEMENT OF WORK:*****SOMO Technology Development Planning & Coordination*****1.0 Description of Work to be performed**

The contractor shall provide the materials and labor required to deliver the products and services specified in this statement of work in support of the SOMO/GSFC Technology Program.

1.1 The contractor shall assist in the formulation and coordination of the SOMO/GSFC Technology Program by delivering the following products and services:

- a. Review, comment and provide recommendations about selected technical proposals, reports, and Statements of Work.
- b. Preparation of draft technology development roadmaps, milestone/product schedules and presentation materials.
- c. Preparation and maintenance of databases for technology development projects, including such attributes as performance requirements, customers, missions supported, milestones, and funding profiles.
- d. Provide coordination and services to the NASA Technology Inventory database for the GSFC technologists.
- e. Preparation of presentations to show GSFC technology development support of customer's strategic goals and objectives, and of Enterprise requirements.
- f. Preparation of diagrams and charts to show program interdependencies between the SOMO/GSFC Technology Program and other NASA and non-NASA programs. This includes flight missions with technical, schedule, and risk dependencies.
- g. Assistance with "Gap-Analyses" in technology program planning to help ensure satisfaction of customer technology requirements.
- h. Input and maintenance of SOMO/GSFC technology development plans, roadmaps, and databases in the Internet-hosted "PostDoc" information sharing system.

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- 1.2 The contractor shall participate in SOMO/GSFC Technology Program Reviews by delivering the following products and services:
- a. Provide general coordination for the Semi-Annual Technology Program Review to evaluate program progress at the mid-Fiscal Year milestone.
  - b. Prepare draft presentation guidance and formats, agendas, and letters of announcement.
  - c. Provide video conferencing coordination, including attendee notifications, technical services, and event scheduling.
  - d. Provide both digital and hard copy of presentation materials and Program Plans to local and remote participants. This includes making the documentation available on the web site, and via postal delivery.
  - e. Assist in preparation of responses to action items that arise from the Program Reviews.
  - f. Attend annual program reviews of university research grants that are sponsored by the SOMO/GSFC Technology Program and align ongoing university research with the Program Plan and customer technology requirements.
- 1.3 The contractor shall assist with the preparation of technology management procedures, processes and plans.
- 1.4 The contractor shall assist with the preparation and management of the SOMO/GSFC budget for technology development. This services include:
- a. Align budget line items with the resource requirements outlined in the planning documents, including the Program Plan.
  - b. Provide impact analysis of budgetary changes.
  - c. Provide consultations on alternative funding sources and approaches to mitigate the effects of budget reductions, new initiatives, and schedule extensions.

**2.0 Schedule of Performance/Task End Date**

The work shall be performed through June 30, 2000.

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**Contract NAS5-99124**Task #: **137****3.0 Milestones/Deliverables and Dates**

Progress Reports

Monthly

Items 1.1a-h

Biannually

Items 1.2a-e

March 1, 2000

Item 1.2f

February 1, 2000

Item 1.3

Biannually

Items 1.4a-c

Biannually

**4.0 Final Delivery Destination**

Bob Savage

Building 11, Room C200

NASA/GSFC, Code 500

Greenbelt, MD 20771